

EXTERNAL JOB OPPORTUNITY

POSITION:	PLANNER III – ECONOMIC DEVELOPMENT	JOB POSTING #:	2024-0348
POSTING PERIOD:	Monday, July 8, 2024 at 8:30 AM to Friday, July 19, 2024 at 4:30 PM		
DEPARTMENT:	Planning & Building Services	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0036
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	NU12
# OF POSITIONS:	1	RATE OF PAY:	\$96,213.56 to \$116,948.75 annually
POSITION #:	00003383	SHIFT WORK REQ'D:	No

DUTIES:

Reporting to the Deputy City Planner-Growth, this position will be responsible to Assume a lead role in developing, presenting and implementing a local economic development program; Research, present and implement land use plans and supporting policies and programs for Secondary Plans, Community Improvement Plans and special studies related to economic development; Assist existing and potential members of the business community with requests for municipal approvals involving development applications and economic incentives; Research and prepare business expansion, retention and attraction strategies and municipal economic incentive programs; Identify emerging planning issues through policy expertise and knowledge of trends and changes affecting the City’s planning documents; Research and prepare studies to Council and Committees related to the City’s Official Plan and Comprehensive Zoning By-law; Prepare amendments to the City’s Official Plan and provide opinions and interpretations of the goals, objectives and policies as they relate to both site specific and city-wide proposals; Coordinate, supervise, advise or assist other planners and/or consultants in the gathering of information and the preparation of reports and studies for City Council; Act as a representative of the department and municipality on various committees; Provide expert evidence at hearings of the Ontario Land Tribunal and other tribunals; Provide advice to public agencies, business improvement area boards and their membership, community/neighbourhood associations, the general public and internal service units of the Corporation with regard to the key responsibilities of the Planning Policy section; Will perform Occupational Health & Safety duties as outlined in the Corporation’s Health and Safety Program. Will perform other related duties as required.

QUALIFICATIONS:

- Must have a University Degree in Planning or a related field, or Ontario Ministry of Education equivalency, and a minimum of six (6) years of experience in planning or a related field;
- Must have the ability to travel to off site locations in a timely and expedient manner as required. If method of travel is by vehicle, a current valid and lawful Driver's Licence is required in accordance with the Highway Traffic Act and must provide a driver’s abstract as a condition of employment.
- Must have knowledge of the Ontario Planning Act, Ontario Municipal Act and related legislation and provincial policy;
- Must have excellent verbal, written, and visual communication skills; ability to make oral presentations; ability to develop and use graphic aids;
- Must be proficient in the use of Microsoft suite of products and graphic software;
- Must have excellent organizational and interpersonal skills;
- Must have the ability to solve problems and meet deadlines under pressure;
- Candidate is to be a full Member of the Canadian Institute of Planners (MCIP) or must be able to attain full membership within one year of accepting the position;
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with the work.
- Will be required to complete and remain current as per the requirements of the Corporation’s Management Certificate Program.

CONTINUED...

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QUALIFICATIONS CONTINUED:

- Progression through the Art of Supervision Program Certificate or a supervisory program of a similar nature is considered an asset.
- A degree or certificate in economic development would be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary level of work.

HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.